

JOB DESCRIPTION
URBAN ENVIRONMENTAL DEPARTMENT
URBAN ENVIRONMENTAL DIRECTOR/CITY HORTICULTURIST

1. **JOB TITLE:** URBAN ENVIRONMENTAL DIRECTOR /CITY HORTICULTURIST
2. **DEFINITION:** This is administrative and supervisory work in directing the Urban Environmental Department of the City of Murfreesboro. This position is responsible for overseeing, identifying and analyzing the horticultural, arboricultural and landscape needs of city-owned property. This position is also responsible for managing and implementing the City's Tree Management Ordinance and Landscape Requirements within the City's Zoning Ordinance. The Urban Environmental Director/City Horticulturist coordinates meetings, recommendations and requests from the Urban Environmental Commission and the Murfreesboro Tree Board. The work also includes fiscal, personnel, and budget management. Supervision is exercised over subordinates and this position is responsible to the City Manager. This position is classified as exempt for the purpose of the Fair Labor Standards Act, as having an occupational exposure to bloodborne pathogens, and as Safety Sensitive; this employee will be subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty, and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
 - a. The employee must be capable of operating a personal computer and printer, facsimile machine, photocopier, and miscellaneous office equipment and accessories customarily used in an office environment. The employee will be required to drive vehicles.
 - b. The job location is in the Urban Environmental Department. Work is performed both indoors and outdoors within the Murfreesboro city limits, and some tasks may be required to be performed regardless of weather conditions. The employee will be expected to make frequent inspection trips to construction sites, improved and unimproved, and to properties within the City. Work is characterized by the necessity for considerable physical exertion throughout the workday, close daily contact with unpleasant materials, and working under occasional adverse weather conditions. The work includes exposure to fumes, chemicals, and noxious odors. All City buildings and vehicles are smoke free.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Makes budget recommendations, and monitors budget compliance.
 - b. Directs all full time and part-time staff within the Department including the maintenance of all personnel records pertaining to vacation, sick and compensatory time.
 - c. Maintains supply inventories and operational records.
 - d. Provides input toward short term and long-term capitol improvements.
 - e. Monitors purchases, sales and property control.

- f. Coordinates recommendations from the Urban Environmental Commission and Tree Board and is responsible for conducting monthly meetings and/or scheduling public hearings.
- g. Oversees and monitors training of personnel with regard to safety issues.
- h. Responsible for providing updated employee training in areas related to State Pesticide Applicators License and any other state or federal requirement.
- i. Provides in-house landscape designs for city owned properties.
- j. Oversees landscape installation and maintenance for city owned properties.
- k. Interacts and makes recommendations concerning landscape and construction projects throughout the City with personnel from the Planning and Engineering Departments.
- l. Provide significant interaction with developers, contractors, owners, landscape designers, and landscape contractors to insure understanding of required landscaping.
- m. Responsible for review and interpretation of all landscape site plans submitted for commercial developments to insure compliance with landscape zoning requirements.
- n. Prepares staff comments and advises the Planning Commission, Urban Environmental Commission, Board of Zoning Appeals, Historic Zoning Commission, City Council other City Boards and Commissions regarding proposed landscape plans or landscape issues.
- o. Responsible for all on-site commercial inspections for landscape compliance and issuance of Certificates of Occupancy.
- p. Interacts with the Murfreesboro Electric Department staff and sub-contractors regarding the City's Tree Management Ordinance.
- q. Oversees the management of all trees and maintains accurate tree inventory lists within the City right-of-ways.
- r. Conducts information and educational programs for the public.
- s. Conducts regular and special tours in public areas of specialized garden interest.
- t. Responds to inquiries from the general public concerning plant identification, culture, pest and disease control, plant selection and sources, landscape suggestions, pruning and propagating and other related questions.
- u. Produces informational materials (print and electronic) for public distribution, to support special interest areas including, but not limited to the Stones River Greenway Trail, Black Fox Wetlands, Civic Gardens, and Historic Downtown.
- v. Effectively and courteously communicates, orally and in writing with the public, officials and employees to provide expert, prompt and accurate responses.
- w. Attends meetings, some of which have minimum advance notice, after regularly scheduled work hours.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMANCE**

- a. Perform other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- a. A bachelor's or master's degree from an accredited four-year college or university in Ornamental Horticulture, Horticulture, or Urban Forestry is required.
- b. Five (5) years of experience as a professional City Horticulturist or Urban Forester is required with administrative and management work experience preferred.

- c. Must be at least 21 years of age.
- d. Must have legal authorization to work in the United States of America.
- e. Must submit to and pass a drug and alcohol screen.
- f. Possess a driver's license valid in the State of Tennessee with the ability to safely operate a motor vehicle.
- g. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- h. Physical and mental ability to work independently and confidentially.
- i. Must possess excellent communication skills, both written and oral.
- j. Skill in public speaking.
- k. Ability to perform a variety of tasks simultaneously with frequent interruptions.
- l. Excellent research, analysis, writing and document preparation skills.
- m. Possess the ability to perform the duties of the position for an entire workday.
- n. Must be available to work hours as assigned or as necessary.
- o. Ability to report for work on time and performs job responsibilities in a timely manner in order to meet scheduled deadlines.
- p. Possess temperament and good judgment to effectively deal with the public and/or City employees, some of who may be irate or unreasonable.
- q. Possess excellent human relations skills with the ability to communicate effectively with the public, elected officials, department heads and other employees of the City.
- r. Ability to learn departmental policies and procedures.
- s. Ability to coordinate, delegate and negotiate.
- t. Have a good reputation for confidentiality, and the ability to maintain.
- u. Ability to exercise good judgment in evaluating situations and making decisions.
- v. Ability to make budgetary decisions.
- w. Knowledge of personnel policies and procedures.
- x. Ability to analyze and resolve complex and sensitive problems.
- y. Flexibility to handle diverse issues with different completion schedules.

Exempt
Safety Sensitive
August 15, 2005